

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Executive Secretary - Administration

Revision Date: 06/15
EEO Category: Admin Support
Status: Non-Exempt
Control No: 30204

II. Summary Statement of Overall Purpose/Goal of Position:

Under direct supervision of the Assistant Chief Administrative Officer, performs general office duties, maintains confidential records and files, prepares agendas and other documents, receives and handles phone calls and walk-in public and performs other clerical duties.

III. Essential Duties:

- Coordinate with the Executive Assistant to the Mayor and CAO and with the Economic Development Assistant to ensure complete coverage for telephone calls and the walk-in-public, directing individuals to appropriate office personnel and responding directly to matters concerning routine office business. (Coverage includes lunches, sick and vacation leave, and intermittent daily absences.)
- Responsible for answering the primary telephone number published for the Mayor/CAO suite of offices.
- Performs general office duties for all staff in the Administration Department with the exception of the Mayor, CAO, and Deputy Mayor:
 - Answers and responds to telephone calls that roll out from any of the staff supported.
 - Responds to a variety of correspondence and types memoranda and other documents.
 - Performs general office duties including copying and filing.
 - Handles various, specially assigned administrative activities including facilitating projects, programs, research, report preparation, and presentations.
 - Schedules meetings and appointments.
 - Arranges for travel and sets up travel requests and reconciliations in the City's accounting system.
 - Assists with payroll when needed.
 - Compiles and distributes weekly departmental updates from various city departments.
- Serves as the department buyer
 - Responsible for processing all requisitions, credit card reconciliations, check requests for approval by the appropriate department manager.
 - Proficient in using the City's purchasing system.
 - Acts in compliance with the City's purchasing ordinance.
- Responsible for monitoring and resupplying office supplies for the Mayor/CAO suite of offices.
- Responsible for the Mayor's conference room.
 - Keeps it orderly and well supplied.
 - Oversees scheduling.
 - Familiar with the audio/visual technology and sees that the equipment is in working order.
- Administers the Mayor's customer service recognition program.
 - Maintains an adequate inventory of appropriate incentive awards.
 - Maintains an accounting of the awards distributed.

IV. Marginal Duties:

- Provides backup support for Executive Assistant to the Mayor and CAO.
- Occasionally assists, when available, as a passport agent in the City Recorder's Office.
- Occasional need to drive.
- Performs other duties as assigned.

V. Qualifications:

Education: Requires one year of secretarial or business training.

Experience: Requires two years prior experience in job-related secretarial or business related activities with demonstrated competence; may substitute additional experience for education.

Certifications/Licenses: Valid Utah Driver's License is required.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Correct English usage, spelling, vocabulary and arithmetic; clerical and general office practices, procedures and equipment; data entry and word processing; effective filing procedures.

Responsibility for: Important City records dealing with confidential matters; the exercise of discretion and judgment; great responsibility for the care, condition and use of materials; putting hostile and upset people at ease and directing them to the proper person who can assist them; positively representing the Mayor, CAO and the City.

Communication Skills: Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments, requiring tact and judgment to avoid friction; regular and frequent outside contact with the public and persons of high rank, requiring tact and judgment; requires well developed sense of strategy and timing; ability to deal well with upset and irate people.

Tool, Machine, Equipment Operation: Type 50 wpm; requires regular use of a computer, printer, fax, adding machine, copier, scanner and telephone system. Good working knowledge of Microsoft Office (Word, Excel, and Power Point). Able to use automated accounting, payroll, and purchasing systems.

Analytical Ability: Prioritize tasks; work well under pressure; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and decisions; may work independently on assigned projects involving simple research, data collection and report preparation.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee may sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday; daily contact with high-profile individuals.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

HUMAN RESOURCES DEPT APPROVED BY: _____ DATE: _____